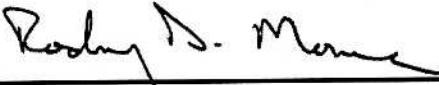


**RICHMOND POLICE DEPARTMENT GENERAL ORDER**

NOTE: This directive is for internal use only, and does not enlarge an employee's civil liability in any way. It should not be construed as the creation of a higher standard of safety or ease in an evidentiary sense, with respect to third party claims. Violation of this directive, if proven, can only form the basis of a complaint by this Department, and then only in a non-judicial administrative setting.

Chapter 7	Number 20	Effective Date 11/28/06	Review Date 2010
Subject CHILD ABUSE, NEGLECT OR ABANDONMENT		<input type="checkbox"/> New Order	
References CALEA 42.2.1a, 44.2.2b VA Code 16.1-228, 18.2-371.1, 63.2-1508., 63.2-150 and 63.2-1517 VLEPSC ADM 25.01 and OPR .04.03		<input checked="" type="checkbox"/> Replaces O.O. 401-4 (01/16/04)	
 _____ Chief of Police or Designee		11/28/06 _____ Date	

I. PURPOSE

The purpose of this Order is to establish the policy and procedure for the investigation of complaints concerning abuse, neglect or abandonment of juveniles. This Order consists of the duties and responsibilities for all members of the Department.

II. POLICY

It is the policy of the City of Richmond that all cases of child abuse, child neglect or abandonment of children are investigated by the Department of Social Services - Child Protective Services. The Richmond Police Department will assist Child Protective Services, when necessary, and will conduct a joint investigation of cases that come under the jurisdiction of the Commonwealth's Attorney.

III. DEFINITIONS

CHILD ABUSE - Injuries, neglect or abandonment of a child less than 18 years of age including sex offenses caused by **any person(s)** responsible for his/her care.

IV. PROCEDURE

A. Whenever an officer receives a call to investigate a juvenile problem and the investigation reveals a suspected or actual case of child abuse, neglect or abandonment, the officer will:

1. During normal working hours, **Monday – Friday, 0800 – 1700**, contact Child Protective Services - Department of Social Services, at 646-0438.

2. *On weekdays after 1700 hours or on weekends*, contact the State Hotline at 1-800-552-7096 (Toll Free).

B. Special Information:

1. Any doctor, child protective services worker or police officer has the authority to take a juvenile into protective custody for a period not to exceed 72 hours. Except for good cause, such as holidays, that individual (any doctor, child protective services worker or police officer) must appear at the Juvenile Court the next available day. (*VA Code §63.2-1517*)
2. A State Hot Line number (1-800-552-7096) has been established to report all cases of child abuse, child neglect or child abandonment. This number is available on a twenty-four (24) hour basis and is for the use of all citizens.
3. *Police officers are mandatory reporters under state law.* In addition to any criminal investigation conducted, the officer must also report abuse or neglect to one of the telephone numbers provided in this order. Failure to do so constitutes a criminal offense punishable under VA Code §63.2-1509.
4. *Officers will use his/her discretion in determining whether to notify DEC to request the assistance of 2nd Responders and Childsavers.*

V. ROLES AND RESPONSIBILITIES

A. *Duties of the Officer at the Scene:*

1. *Provide necessary first aid to the victim;*
2. *Contact the Youth and Family Crimes Team if a felony offense is suspected. (A Youth and Family Crimes Team Detective should be notified of every suspected case of child abuse or neglect. Based upon the facts and circumstances involved in the incident, a detective may respond);*
3. *Protect the crime scene;*
4. *Notify and await the arrival of the Child Protective Services Unit and, in serious cases, the arrival of the Youth and Family Crimes Team Detective, and assist in the investigation;*
5. *Compile an Incident Based Report, if necessary; and,*
6. *If directed by his/her supervisor, perform the Youth and Family Crimes Team Detective duties indicated below.*

B. *Youth and Family Crimes Team Detective:*

NOTE: At his/her discretion, the following functions shall be performed by the detective/detective supervisor.

1. *Process the crime scene (even if there are no visible injuries);*
2. *Interview any witnesses;*

3. *Recover all evidence that came into contact with the suspect or victim;*
4. *Photograph the victim (even if there are no visible injuries);*
5. *Document any and all injuries and bruises sustained by the victim;*
6. *Assess the victim's ability to communicate and note on the IBR;*
7. *Contact the Division of Emergency Communications (DEC) for a copy of the 911 tape, if the complaint was reported by telephone;*
8. *If necessary, arrange for the victim's guardian/custodian to sign the Medical Authorization Form at the scene/hospital; and*
9. *When a sex offense is perpetrated against a juvenile, the procedures outlined G.O. 7-4, Rape and Sexual Assault should be followed.*

VI. FORMS

- A. *IBR Report*
- B. *IBR Supplemental Report forms, if necessary*